

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Fire Service Technical Assistant

Definition

Performs diversified training equipment and training grounds maintenance, delivers and sets up mobile training units and training props for a state fire academy; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Design, construct, and maintain mobile and fixed fire service training equipment and training props.

Maintain fire service equipment (e.g., personal protective equipment/gear, turnout gear, helmets, boots, and self-contained breathing apparatus) for use by fire service students and staff.

Coordinate the statewide delivery and retrieval of mobile training units (e.g., interior fire attack simulator, smoke, confined space entry and rescue, propane tank, propane bobtail, air cascade and mobile pump trailers).

Maintain a workspace necessary to maintain fire service training equipment and training props.

Maintain fire extinguishers and related equipment.

Maintain shop, laboratory, and dirty classroom areas.

Competencies Required

Knowledge:

- Customer Service – Principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services, and evaluating customer satisfaction.
- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Education and Training - Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Building and Construction – Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Static Strength – Exert maximum muscle force to lift, push, pull, or carry objects.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Operation and Control – Controlling operations of equipment or systems.
- Operations Monitoring – Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Instructing – Teaching others how to do something.
- Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Two years of full-time work experience in fire service training.
- 2) Possession of International Fire Service Accreditation Congress (IFSAAC) certification or Pro Board approved Firefighter 1 or above certification.

Notes

Within a period of time after hire, as determined by the appointing authority, employees in this class may be required to obtain a Commercial Driver's License (CDL).

Effective date: 03/23 KC